

## Events & Sales, Marketing Coordinator Position

### About the Hotel & Region

Heritage 1904, Hotel, The Esplanade is truly iconic and the meeting place for the people of Port Hedland and their families. Some of Australia's largest companies use our function facilities, you will meet amazing people. Port Hedland is located in Australia's majestic Pilbara region. **Deep rocky canyons lead to peaceful plunge pools** in the beautiful Karijini National Park. Hundreds of islands with **dazzling white beaches and untouched coral gardens** are yours to explore on the Dampier Archipelago and Mackerel Islands. And yet the Pilbara is also known as the engine room of Australia - home to a massive mining industry in crude oil, salt, natural gas and iron ore. An incredible juxtaposition of two very different industries.

### Job Summary

We are seeking a highly dynamic and dedicated Events & Sales Coordinator to join our team. The Events & Sales Coordinator will actively manage all aspects of event delivery, from the initial sales enquiry right through to the operational execution. You will have experience in the full suite of event operations including client management, co-ordination and delivery of all events including management of the annual events calendar. You will be responsible for working with the operational managers to develop and deliver events. You must be able to work independently to deliver end-to-end event solutions working closely with all key stakeholders. A range of events from corporate to families, 6 people to 250 guests. Once you have created the event you hand over to our professional chefs, food and beverage team to deliver the event.

The full-time role will involve the establishment, development and coordination of all aspects of events including celebrations, corporate events and in-house events including seasonal milestones and workshop events. Most weeks you will work Monday - Friday office hours, leaving you the weekends to explore the region. Flexibility in hours is important when it comes to the few very large events to ensure client satisfaction.

### The successful applicant will:

- Oversee the planning, designing, and costing of events and event packages.
- Liaise with both internal and external customers to ensure event specifications can be executed to requirements - the planning, delivery, and execution of all events.
- Drive and develop new business whilst maintaining relationships with existing customers to meet key sales targets.
- Oversee the operational delivery of key events including working evenings and weekends, as required.
- A high level of skill and knowledge of event management and experience and knowledge in the Food & Beverage industry is a must.
- Acute attention to detail required to be applied to all aspects of the role.
- Exceptional communication and listening skills for internal and external stakeholders.
- Highly efficient administrative and organisational skills.
- Ability to manage various tasks and events at any one time.
- The ability to problem solve and adapt to all situations.
- Marketing or Sales experience.
- Identify and propose opportunities that generate operational efficiencies

- Competency in the use of Microsoft Suite, particularly Excel, Word, Outlook and Powerpoint.
- Have enthusiasm for genuine customer service and exceeding all guests' expectations
- Knowledge of event management systems.
- Will be responsible for issuing invoices in a timely manner.
- Will have a good network of MICE and Local clients and industry colleagues to draw on
- Will have the sales acumen and experience to represent the Hotel at industry events when necessary
- Have the drive, confidence and strategy to cold call and prospect for new business
- Be able to work autonomously but also enjoy being part of small and dedicated team

### **Skills & Key Requirements:**

- Due to the breadth of responsibility in this position, a minimum of 2 years experience in a management role is essential.
- Previous exposure to a hotel opening is desirable
- The role will require an exceptional level of communication, organisation, attention to detail, and problem-solving abilities.
- Ability to effectively connect with business clients and partners, guests, management team and staff members at all levels.
- Able to work in a fast-paced environment and is comfortable dealing with change, ambiguity, and complexity.
- Polished communication and interpersonal skills with a high proficiency to operate at an Executive level.
- High level of personal drive and self-motivated.
- Have proven experience in building and leading great teams with a positive culture to provide excellent customer service.

If you believe the above describes what you are looking for and you would like to be part of our high-performance team, then we would like to hear from you!

Please email a CV and include a cover letter introducing yourself and why you're the right person for the role to [gm@ehph.com.au](mailto:gm@ehph.com.au).